Public Schools of North Carolina

21st Century Community Learning Centers Fiscal and Data Collection Spring Updates

NCDPI

April 22, 2020
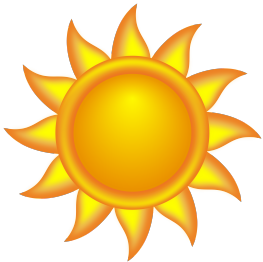

North Carolina
21st Century
Community
Learning Centers

Soaring Beyond Expectations
afterschool programs

21st CCLC
Welcome & Announcements

- **Welcome**
- **Agenda Overview**
- **Introductions**

Agenda

- **21st CCLC Fiscal Updates**
  - **Fiscal Monitoring**
    - **Oversight**
    - **Regulatory Guidance**
  - **Common Review Findings**
  - **Reminders**
    - **Allowable & Unallowable Expenses**
  - **Cohort Close-Out**

- **21st CCLC Data Collection Updates**
  - **Gaining Access to 21DC**
    - **Submitting a Confidentiality Agreement**
    - **Registering on 21DC**
  - **Entering Program and Attendance Data in 21DC**
  - **Submitting 21DC data**

- **Wrap Up**

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Federal Programs Monitoring and Support Division
21st CCLC Team

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21st CCLC Fiscal Updates

Katrina L. Blount

Katrina.Blount@dpi.nc.gov

919-807-4069

Fiscal Monitoring

Regulatory Guidance and Oversight

21st CCLC Fiscal Monitoring Regulatory Guidance

- CFR§200.331 (d) - All pass-through entities must monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward

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21st CCLC Fiscal Monitoring Oversight

NCDPI and the Federal Program Monitoring and Support Division maintains responsibility and oversight for fiscal monitoring of the 21st CCLC program per 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/21st-century-community-learning-centers

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Common Review Findings

Fiscal and Desk Review Findings

FY 20

Common Review Findings

- Time and Effort Documentation
- Reconciliation of Expenses
- Timely ERaCA Submission
- Timely Submission of Documentation
- Contracts
- Internal Policies and Procedures

Time and Effort

- Time and Effort documentation

  - Purpose

  - Documentation
    - Timesheet
    - Activity log
    - Daily calendar log

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Reconciliation of Expenses

- COA – Chart of Account Codes

- General Ledger/Transaction Detail

- Invoices/Receipts

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Timely ERaCA Submission
Non-LEAs only

- NCDPI Grant Guidance allows for entities to submit for reimbursement of funds once per week

- Benefits of Timely Submission
  - Less time spent reconciling expenses
  - Lessen the risk for a fiscal review
 - Improve fiscal management

Timely Submission of Documentation Non-LEAs only

- ERaCa back-up documentation due 10 business days after your ERaCA submission

- Funds are subject to be disabled for Non-LEAs

- Elevates the risk for a fiscal or desk review

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Contracts

- Detailed Deliverables

- Amount(s) to be paid after services are provided

- Printed name of all parties of the contract

- Proper signatures and dates of all parties of the contract

- Must be for the current cycle year

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Internal Policies and Procedures
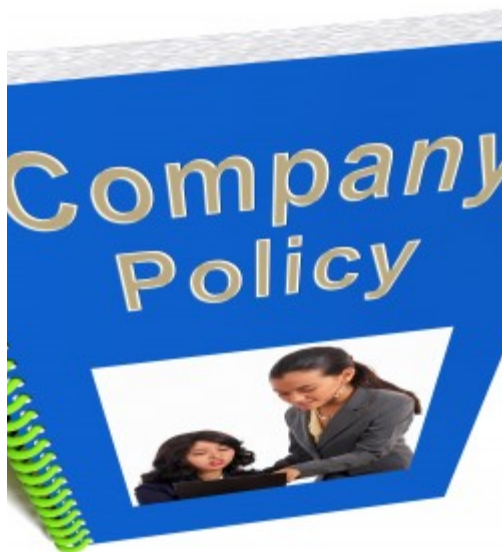
- Policies and procedures must be specific to and/or address requirements of the 21st CCLC Program

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Reminders

Allowable Expenses

Unallowable
Expenses

Allowable Expenditures

- Personnel (salaries & wages, with proper documentation)

- Staff development and training

- Parent education

- Contracted services

- Computer or electronic equipment and software

- Transportation

- Educationally-related field trips

- Program rental space (1-year lease)

- Travel reimbursement (with restrictions)

- Classroom materials

This list is not all inclusive

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Allowable Expenditures

- **Personnel wages** and salaries with proper documentation (payroll, general ledger detail).

- **Staff development and training** with proper documentation to support the cost or expense.

- **Parent Education** activities with proper documentation to support the activity; agendas, sign-in sheets, etc.

Allowable Expenditures continued

- **Contracted services** with documentation that the bid & procurement process was used, a signed contract is on file and there is no "conflict of interest" apparent.

- **Computer or electronic equipment** and software with a value of $500 and >, inventoried and stored in a safe location when not in use.

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Allowable Expenditures continued

- **Transportation** with a current contract(s) on file with proper dates, signatures and detailed deliverables, along with a bid and procurement process if necessary.

- **Educationally related field trips** with prior documented (field trip approval form) approval from NC DPI.

- **Rental space** for your program (not to exceed a year in length)

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Allowable Expenditures continued

- **Travel Reimbursement**: must be directly related to the program and activities within the 21st CCLC grant and properly documented.
- **Classroom materials** and supplies.

Allowable Expenditures: Helpful Questions to Ask

- Is the proposed cost consistent with federal cost principles?

- Is the proposed cost allowable under the 21st CCLC program?

- Is the proposed cost consistent with the 21st CCLC specific fiscal rules?

- Is the proposed cost consistent with EDGAR?

- Is the proposed cost consistent with special conditions imposed on the grant?

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Non-Allowable Expenditures

- Entertainment
- Alcohol
- Programs that operate or personnel who teach/work during the regular school day
- Activities held during the traditional school day
- Employees who are also contractors

- Building or renovation costs
- Purchase, repair, and maintenance of vehicles
- Other items outlined in EDGAR (old 34 CFR Part 80, now 2 CFR 200)
- Land Acquisition
- Costs for developing proposals

This list is not all inclusive

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Non-Allowable Expenditures - Examples

Non-Allowable Expenditures

Costs of entertainment, including amusement, diversion, sporting events and social activities and any associated cost are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget or with prior written approval of the Federal awarding agency. (**2 CFR Part 200.438**)

Non-Allowable Expenditures

- **Alcohol** in any form or setting is unallowable.
- **Programs** that operate or personnel who teach/work during the regular school day.
- **Activities** held during the traditional school day.
- **Building & renovation costs** are not allowable expenses to be charged to the grant.

Non-Allowable Expenditures

- **Purchase, repair, and maintenance** of vehicles are unallowable, as entities cannot use 21st CCLC grant funds to purchase vehicles for their program(s).
- **Land** acquisition.
- **Costs** for developing grant proposals.
- **Employees** who are also contractors.

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Cohort Close Out
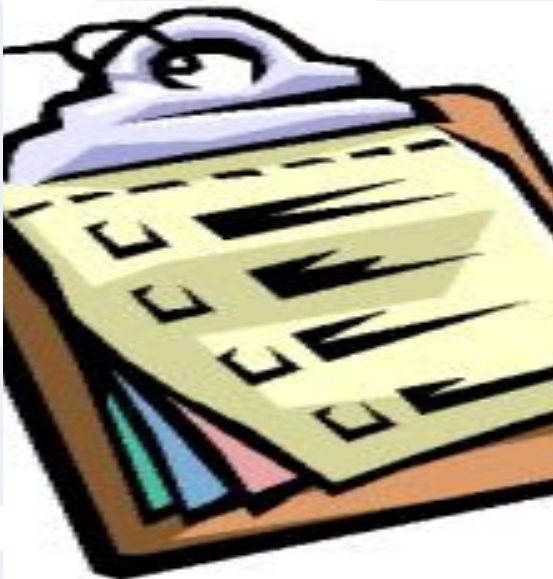
- Records Retention

- Property Equipment and Supplies

- Data and Reporting to NCDPI

- Disallowance and Adjustments

Records Retention

- By federal regulation the following should be retained for 5 years………………

  - All financial records
  - All programmatic records
  - Any statistical reports (*data collection*)
  - All other records required by terms of the grant

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Records Retention

- The starting date of the retention period for Non-LEAs begins with the last ERaCA back-up submission

- The starting date of the retention period for LEAs begins on the day the grantee submits its final request for reimbursement into BAAS.

- If any **_litigation, claim and/or audit_*** is started before the expiration of the 5 year period, the records shall be retained until all litigation, claim or audit findings involving the records have been resolved and final action taken.

**This is usually an entity outside of NCDPI (USED, Office of the State Auditor, etc.)

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Equipment and Supplies

- Inventory records for items identified as *furniture/equipment* should be retained for 5 years following the close-out of the grant.

- A written description and/or narrative must be provided to NCDPI as to how the retention and storage of all 21st CCLC records, reports, files and documents will be stored and maintained.

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LEAs - Disposition of Equipment

- If the LEA closes one cohort and is granted another 21st CCLC cohort, the grantee can retain the equipment for use in the new cohort.

- If the LEA does not continue an afterschool 21st CCLC program and they are a Title I school, they can transfer the equipment to that program.

- If the LEA does not continue an afterschool program and not considered a Title I school, they must then offer the equipment to another 21st CCLC program in the district.

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Non-LEAs Disposition of Equipment

- If the non-LEA closes one cohort and is granted a successive 21st CCLC cohort, the grantee can retain the equipment for use in the new cohort.

- If the program ends, the grantee must first offer to transfer equipment and items to other federally funded 21st CCLC programs within the district/area of the current grant; and then to other federal educational programs, such as Title 1 funded schools/programs (*with coordination from NCDPI's Program Administrator*).

   ** *If no federal program accepts the property/equipment, disposition of the equipment will be determined by NCDPI.*

Supplies

- Per **EDGAR §200.439**: If there is residual inventory of unused supplies *exceeding* $5000 in total aggregate fair market value upon termination (close-out) or completion of a grant, the supplies should first be offered to another 21st CCLC program within the district/area. If they are not needed by another 21st CCLC program, the supplies/equipment may be offered to another federally sponsored school/program/project within the community (*with coordination from NCDPI's Program Administrator*).

**If no federal program needs nor accepts the supplies, disposition of the supplies will be determined by the NCDPI.

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Data and Reporting

- 21st CCLC grantees remain responsible for the following:

  – Providing required data to NCDPI for submission to the 21 APR system.

  – Providing programmatic, financial, evaluation data to NCDPI as required at the end of the grant.

  – Submission of any performance reports required by NCDPI at the end of the grant.

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Later Disallowance & Adjustments

- The close-out of a grant does not affect the following:

- NCDPI's right to disallow and recover funds on the basis of a *later audit*** or review.

- The grantee's obligation to return any funds due as a result of later refunds, corrections or other transactions.

- Records retention as required by federal law.

**This is usually an entity outside of NCDPI (USED, Office of the State Auditor, etc.)

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Wrap-Up: Fiscal
Katrina Blount

Recap Deadlines:

April 24, 2020 @ 11:59 (EDT) – Cohort 14 application deadline for the 21st CCLC grant

Non-LEAs - back-up documentation due within 10 business days of ERaCA submission

Public Schools of North Carolina

21DC
Attendance & Grantee
Data Collection

Anita Harris

Anita.Harris@dpi.nc.gov

919-807-3234

How to Gain Access to 21DC
(If you already have access you do not need to repeat these steps)

- Gaining access to 21DC is a two-step process

  1. Providing a Confidentiality Agreement for the Data Entry Designee, to ensure compliance with FERPA* and Personally Identifiable Information (PII) regulations

  2. Registering on 21DC with a valid NCID

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

Providing a Confidentiality Agreement
(If you already have access you do not need to repeat these steps)

1. Each grantee completes a Confidentiality Agreement with Data Entry Designee assigned
   - Form can be found on the NCDPI 21st CCLC webpage https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/21st-century-community-learning-centers
   - One Confidentiality Agreement per Data Entry Designee
2. Fax to 919-807-3968 or email to anita.harris@dpi.nc.gov (email is preferred)

Remember, BOTH pieces are needed – a completed Confidentiality Agreement AND registration in 21DC

Public Schools of North Carolina

Confidentiality Agreement

PUBLIC SCHOOLS OF NORTH CAROLINA
DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*
WWW.NCPUBLICSCHOOLS.ORG

LEA or Fiscal Agent Organization: _____

21st CCLC Program Name and Unit No.: _____

CONFIDENTIALITY AGREEMENT

My organization is a 21st Century Community Learning Centers (CCLC) grantee for the state of North Carolina on a project involving North Carolina schools, students, teachers, and/or administrators. I understand this project involves the use of Department of Public Instruction (DPI) or Local Education Agency (LEA) data which is confidential under state law, federal law, or both state and federal law.

All personally identifiable information is to be protected in adherence with the Family Educational Rights and Privacy Act (FERPA) guidelines. I will refrain from including personally identifiable information in any form of communication with anyone outside of the project. This includes emails, instant messaging, faxes, other written correspondence, advertising, and any type of verbal conversation. When conversing with any LEA or school employees about any students, staff, schools, or LEAs in the execution of my assigned duties, I will take all precautions to protect the confidentiality of all personally identifiable information.

I understand personnel can be removed from this project if it is determined s/he either intentionally violated or was willfully negligent on any aspect of this Confidentiality Agreement. Further, any violation of or negligence regarding this Confidentiality Agreement may jeopardize the funding for this project through DPI. Moreover, I also understand any violation of this Confidentiality Agreement could result in my being held liable for damages in a civil lawsuit.

Title of Fiscal Agent Organization Chief Administrator: _____

Name of Fiscal Agent Organization Chief Administrator (print): _____

Signature of Chief Administrator: _____ Date: _____

Furthermore, as the designated Chief Administrator of the Fiscal Agent Organization, I am authorizing

_____ to perform data entry duties required for the 21st CCLC program.

....

As the DATA ENTRY DESIGNEE, I agree to comply with the responsibilities contained within this Confidentiality Agreement.

Name (print): _____ Phone: _____

Signature: _____

FEDERAL PROGRAM MONITORING AND SUPPORT SERVICES DIVISION
6351 Mail Service Center, Raleigh, North Carolina 27699-6351 | (919) 807-3957 | Fax (919) 807-3968
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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Registering on 21DC

(If you already have access you do not need to repeat these steps)

1. The data designee must provide a valid NCID to register

   – You do not need to get a new NCID if you're already entering data into an NCDPI system; you will use this same NCID

2. The data designee goes to 21DC https://schools.nc.gov/21dc and enters the information requested (NCID and NCID password) and click on 'Subscribe to Application'

3. Once approved, you should receive a confirmation email

Remember, BOTH pieces are needed – a completed Confidentiality Agreement AND registration in 21DC

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How Do I Get an NCID? (Non-LEAs*)

If you don't currently have an NCID
1. Go to https://ncid.nc.gov
2. Click on 'Register!' in lower right corner

* School District Personnel must go through their NCID Administrator

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How Do I Get an NCID? (Non-LEAs)

North Carolina Identity Management

New User Registration

NCID
NCID

Please indicate your user type from one of the following categories:

Individual	Request access to the State of North Carolina services as an individual or citizen.
Business	Request access to the State of North Carolina services on the behalf of a business.
State Employee	Currently employed or assigned to work for an agency within the State of North Carolina government.
Local Government Employee	Currently employed or assigned to work for a North Carolina county or municipality.

This system is the property of the State of North Carolina and is for authorized use only. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

North Carolina
www.nc.gov

Privacy and Other Policies   Contact Us

Public Schools of North Carolina

What Information goes into an NCID? (Non-LEAs)

- Required Fields
    - Requested ID (usually *first_last*)
    - First and Last Name
    - Email Address
    - Phone Number
    - Street Address (City, State and Zip)
    - Password (minimum 8 characters, rules on page)

Verification from NCID (Non-LEAs)

> To verify your identity, an email has been sent to you. Please click the link in the email to complete the verification process. You must activate your account within 3 days or for security reasons it will be deleted.
>
> To ensure that NCID messages will always be delivered to your Inbox, please verify that your email client and email provider are set up to accept messages from ncid.notifications@nc.gov.
>
> If you do not receive the email in your Inbox within a few minutes, please verify that the message was not marked as spam and sent to the Junk Email folder. If this happens, please move the message to the Inbox so you can validate your account. You may now close this window.

- Check your email, including your SPAM folder
- After verification, go onto the NCID site and choose your password reset questions and responses.
- *If you forget your password or get locked out, DPI cannot help you – NCID is NOT a DPI system!*

N.C. Department of Information Technology

P.O. Box 17209
Raleigh, NC 27619-7209
919-754-6000
800-722-3946

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How Do I Register on 21DC System?

- Using your valid NCID and NCID password, log in to system at http://schools.nc.gov/21dc

- Enter data in boxes – you will be registering as a 'Grantee User'

- Choose the Organization for which you'll be entering data
  - If your organization is a Cohort 12 and 13, pulldown list will show the latest, but you WILL have access to both when entering data

- Every data designee must register in 21DC

- An Organization may have more than one Data Entry Designee

21DC Registration and Sign-In

Go to https://schools.nc.gov/21dc

The closed site means that only those who have an NCID and NCID password and are known to the system will be able to gain access. This is NOT a public site.

Registering on 21DC System

After Clicking on 'Subscribe to Application' Button

Welcome Screen

anita_harris *DPI Title I Data Administrator*   Logout

Welcome   Collection   Options

Welcome

Welcome to the 21DC Data Collection system.

Here are instructions and information for 21DC Data Collection system School Year and Attendance module.

The data is collected as you enter it.   Since attendance rosters aren't considered "stable" until early October, you may find that a student entered one day may disappear if s/he has changed schools during the first 28 school days.

For Summer 2020, the Grantee information ONLY (not Center(s), Activities, Partners, Staff or Students) will be copied over to the new session (from school year).   Please remember to edit the Grantee information if there have been changes within your organization. *If you're NOT running a summer program, when that collection opens, please mark your organization as Inactive (Active = No).*

2019-20 School Year is now open.					
System	**Open Date**	**Closing Date**	**Year**	**Status**	**Cohort**
21DC	8/28/2019	7/3/2020	2019-20 School Year	Open	12 & 13
21DC	5/25/2020	9/4/2020	2020 Summer (6/1-8/31)	Closed	12 & 13

Please contact Anita Harris at 919-807-3234 or by e-mail at anita.harris@dpi.nc.gov if you have any questions. Include the acronym *21DC* in the beginning of the subject line of your email along with your name, phone #, unit #, and a brief synopsis of the issue.

Regards,

21DC System Administrator

7/3/2020 – Closing Date for 2019-20 School Year data submission
5/25/2020 – 2020 Summer will open for information entry

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Grantee Data

Organization Types

SCHOOL DISTRICT
Choose if grantee is a public school district. This includes tribal schools.

CHARTER SCHOOL
Choose if grantee is a recognized charter school.

COLLEGE/ UNIVERSITY
Choose if grantee is an accredited institution of post-secondary education (e.g, community college, tribal college, college, university).

COMMUNITY BASED
Choose if grantee is a community based organization not part of the local school district or a part of a religious organization (e.g. nonprofits, Boys and Girls Club).

FAITH BASED
Choose if grantee is affiliated with an organized religion. This includes schools sponsored by a religious organization.

OTHER
Choose this option only if all of the other options are not appropriate.

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Center Types

| Grantee | **Center** | Feeder School | Partner | Activity | Staff | Student | Attendance | Private Participation |

PUBLIC SCHOOL
Choose this option if the center is located in a public school. This includes tribal schools.

CHARTER SCHOOL
Choose this option if the center is located in a recognized charter

COLLEGE/ UNIVERSITY
Choose this option if the center is located in an accredited institution of post-secondary education (e.g. community college, tribal college, college, university).

COMMUNITY BASED
Choose this if the center is located in a community based organization not part of the local school district or a part of a religious organization. (e.g. nonprofits,

FAITH BASED
Choose this option if center location is affiliated with an organized religion. This includes schools sponsored by a religious organization.

OTHER
Choose this option only if all of the other options are not appropriate.

- **You must continue data entry across the top tabs for <u>EACH</u> Center**
- This is **REQUIRED** data

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Feeder School(s)

Definition: Afterschool program participants are enrolled in a school other than the center location. This is required if the center is a community-based or faith-based organization but may be applicable in other situations. <u>Feeder schools are the school or schools in which participants of the program are regularly enrolled</u>.

- If adding a Private School as a Feeder School, you can select the County and then the private school from the 2019-20 list, which is updated each year
- This is **Required** data

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Partner(s)

Definition: Entities other than the grantee or school(s) served which provide an in-kind or cash contribution that supports the objectives of the awarded program. If there are multiple partners, enter them one at a time.

- This is **OPTIONAL** data

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Activities

Category	Type
Academics	English Language Learners Support, Homework Help, Literacy, STEM, Tutoring
Character Education	Counseling Programs, Drug Prevention, Truancy Prevention, Violence Prevention, Youth Leadership
Enrichment	Arts & Music, Community/Service Learning, Entrepreneurship, Mentoring, Physical Activity

What is College & Career Readiness?

Activity that prepares students to enroll and succeed in a credit bearing course at a postsecondary institution or a high-quality certificate program with a career pathway to future advancement.

- This is **REQUIRED** data

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Staff – Paid (w 21CCLC Funds) or Volunteer

Grantee	Center	Feeder School	Partner	Activity	**Staff**	Student	Attendance	Private Participation

- Types
  - Administrators
  - College Students
  - Community Members
  - High School Students
  - Parents
  - School Day Teachers
  - Other Non-Teaching School Staff (e.g., Security, Custodial, clerical)
  - Subcontracted Staff
  - Other
- This is **REQUIRED** data

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Student Roster

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Student Roster

Student

			School Code	MRTS	First Name	Middle Name	Last Name	Grade	Gender	Days Attended	Date First Attended	Survey Distributed	Survey Returned	Improved HWCP	Improved Behavior
Grantee	Center	Feeder School	Partner	Activity	Staff	**Student**	Attendance	Private Participation							
Edit Survey	Edit Attendance	Delete Student		Y						90	10/01/2018	N	N	N	N

✱ Teacher Survey **distributed**: ⦿ Yes ◯ No   ✱ Teacher Survey **returned**: ⦿ Yes ◯ No

✱ Reported improvement in **homework completion and class participation**: ⦿ Yes ◯ No

✱ Reported improvement in **student behavior**: ⦿ Yes ◯ No

Before you can submit your data at the end of the school year, any student with an MRTS* = **Y** (Regular Attendee ≥ 30 days), must have Teacher Survey questions answered. Strongly suggest starting that Teacher Survey process NOW.
MRTS = Missing Required Teacher Survey

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Entering Teacher Survey Data for a Regular Attendee

Depending on how you answer each question, the next question appears

* Teacher Survey **distributed**: ○ Yes ○ No

If 'No' was selected, you don't continue with this student's Teacher Survey information

* Teacher Survey **distributed**: ○ Yes ○ No   * Teacher Survey **returned**: ○ Yes ○ No

If 'No' was selected, you don't continue with this student's Teacher Survey information; you go on to the next student with MRTS = **Y**

Homework completion, class participation and student behavior questions must be completed if the survey was returned

* Teacher Survey **distributed**: ○ Yes ○ No   * Teacher Survey **returned**: ○ Yes ○ No

* Reported improvement in **homework completion and class participation**: ○ Yes ○ No

* Reported improvement in **student behavior**: ○ Yes ○ No

Attendance – Calendar View

Attendance – Weekly Roster View

Attendance – Report (By Month)

| Grantee | Center | Feeder School | Partner | Activity | Staff | Student | **Attendance** | Private Participation |

Attendance - No. of Student   (Report) Edit Attendance

< Previous | Today | Next >

✳ Grantee: 2019-2020 School Year -

✳ Center: (School District) Supply Elementary School

March 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01 77	02 74	03 70	04 74	05 73	06	07
08 81	09 78	10 65	11 78	12 75	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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Attendance – Report (By Month)

Private Participation

If you have not indicated a Private School as a Feeder School, you will not see any fields to enter.

If you have indicated a Private School as a Feeder School, you would put the aggregate number of students in each grade served by the Center. However, Private Participation Headcount is by Grade levels served and NOT by school.

Grade Level

	Cohort - Grantee	Center Name	Total	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	9th Grade	10th Grade	11th Grade	12th Grade
Edit			6	1	1	0	0	3	0	0	1	0	X	X	X	X
																1 - 1

Student Attendance

	Cohort - Grantee	Center Name	Total Participant	< 30 days	30 - 59 days	60 - 89 days	>= 90 days
Edit			6	1	5	0	0
							1 - 1

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Submitting 21DC Data

If Required data is not complete, you will get an error when you try to Submit it:

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Wrap-Up: Data Collection
Anita Harris

Data Collection Deadlines:

- Send out Teacher Survey forms NOW
- 7/3/2020 - Closing Date for 2019-20
    - Access to ERaCA funds (non-LEAs) may be suspended if non-compliant
- 5/25/2020 - 2020 Summer opens to enter details of program
    - Please contact your Program Administrator if Non-Active in summer

21ˢᵗ CCLC Fiscal and Data Collection Spring Updates

Katrina L. Blount

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Anita Harris

Anita.Harris@dpi.nc.gov

Public Schools of North Carolina

Federal Programs Monitoring and Support Division 21st CCLC Team

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